

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Heavy Duty Mechanic</b>
<b>Position Number:</b>	<b>10763</b>
<b>Directorate:</b>	<b>Strategic Projects &amp; Infrastructure</b>
<b>Reports to:</b>	<b>Leading Hand Heavy Duty Mechanic</b>
<b>Department:</b>	<b>Waste, Fleet &amp; Depot</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2021</b>
<b>Classification:</b>	<b>MEU Level 6</b>

## 1. POSITION OVERVIEW

The Heavy Duty Mechanic is responsible for undertaking day to day workshop activities as directed, including servicing, repair and maintenance of all City plant & equipment comprising small plant, light vehicles, heavy truck and earthmoving equipment.

### 1.1 Position Objectives

- Direct allocated employees, monitor and undertake repairs and servicing to all Council plant and equipment.
- Liaise with the Plant Supervisor/Leading Hand Heavy Duty Mechanic on matters required for the effective operation of Council's Workshop.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Operational

- Undertake day to day workshop operations.
- Physical requirements of the position include:
  - Manual handling (lifting, moving as appropriate) requirements, between 16 and 55 kg as per WorkSafe definitions)
  - Bending, stretching as required to work on machinery
  - Working on truck platforms, steps and ladders
  - Working in restricted areas.

### 2.2 Maintenance

- Monitor and undertake repairs and servicing to all Council plant and equipment.
- Work alongside contractors as required for works on specialised plant and equipment in consultation with Plant Supervisor and Leading Hand Heavy Duty Mechanic.
- Test run plant and equipment following repairs.
- Report plant and equipment defect/failure observations to Leading Hand Heavy Duty Mechanic and/or Plant Supervisor. Completion of Job Cards for plant service and repairs.
- Attend appropriate seminars and courses to upgrade skills and knowledge.

### 2.3 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.

- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Ability to exercise due diligence to ensure all repairs are performed as per manufacturers guidelines.
- Ability to produce accurate and timely repair reports.

#### **3.2 Judgement and Problem Solving**

- Developed record keeping and administrative skills.
- Developed time management and organisational skills.
- Ability to prioritise tasks to meet deadlines in consultation with Fleet & Plant Supervisor & Leading Hand Heavy Duty Mechanic.
- Ability to identify regularly occurring mechanical faults and initiate repairs with minimal guidance.

#### **3.3 Specialist Knowledge and Skills**

- Demonstrated previous experience with heavy trucks and heavy earthmoving equipment.
- Thorough knowledge of workshop operations.
- Sound knowledge of servicing and maintenance of all plant, including heavy trucks, earthmoving equipment, light vehicles, garden mowers and fixed plant.

#### **3.4 Interpersonal Skills**

- Well-developed written and oral communication skills.

#### **3.5 Qualifications and Experience**

- Relevant Trade Certificate
- Forklift Certificate
- First Aid Certificate
- Automotive Air Conditioning Certificate - desirable
- Demonstrated understanding of Plant Fire Suppressant Systems - desirable
- A current HR class driver's licence
- A National (or Federal) Police Certificate (no more than 6 months old)